



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Finance Director  
**Department:** Finance  
**Classification:** 0341  
**Pay grade:** 36E  
**FLSA:** Exempt

**Prepared Date:** 3/2011  
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**Approved By:** Elsa Jaramillo-Velez  
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### **Summary**

Under the broad policy guidance of the City Manager this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. The Director oversees the long-range planning functions, operations and management of the Finance Department. Directs the implementation of systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs and manages the Finance Department, including its Retirement Plan Administration, Accounting, General Services, Administrative and Budget, Procurement and Collection divisions, consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Develops and manages the City's and Finance Department's annual operating budget; forecasts revenues and expenses. Establishes controls for budget administration. Develops and implements long range and annual action plans to meet the needs of a growing City. Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Oversees operation of financial activities including: payroll, tax collections, collection of license fees and revenues, disbursement of City funds and investment activities. Engages internal and external auditors as required.

Maintains a general accounting system for the City government and units thereof. Works with department heads in developing annual departmental budgets.

Develops and applies legal and policy provisions applicable to financial accounting.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Remains informed of best practices, new and updated technologies and advancements in municipal financial programs. Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Develops various reports as required, including but not limited to financial projections, revenues, expenditures, and pension performance. Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of the general laws and administrative policies governing municipal finance and budgetary practices and procedures. Knowledge of modern office practices and standard office and accounting equipment. Knowledge of the laws, ordinances, and regulations governing financial operations of the City. Knowledge of on-line, multi-user, financial data base computer systems. The ability to formulate and install standard accounting methods, procedures, forms, and records. Ability to prepare detailed financial reports. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Excellent verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Bachelor's degree with major coursework in accounting or finance from an accredited school with a minimum of eight (8) years experience as a Finance Director or Assistant Director in local government.

Advanced degree desirable; CPA preferred.

Valid Florida Driver's License.